

27 MAY 1981

MEMORANDUM FOR:

FROM:

[redacted]  
Chief, Records Management Division  
Office of Information Services

SUBJECT: Proposed Agency-wide Security Classification Guide

Attached is a draft of the proposed agency-wide security classification guide and background information concerning certain questions raised by the Office of Inspector General. I request each addressee to review the draft once more before it is submitted for formal coordination. Please return any comments, corrections, or suggestions by 12 June 1981.

Questions should be directed to [redacted]

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Attachment:

a/s

Unclassified when detached  
from attachment

DDA/QIS/RMD/RSB/[redacted] (27 May 1981)

Distribution:

Original-RSB Subject: Classification Guide  
1-RSB Chrono  
1-RMD Chrono

8 May 1981

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NOTE FOR: [redacted]  
Management Staff, DDA

SUBJECT: Agency-wide Classification Guide

Carol:

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1. [redacted] has raised some questions concerning the portion marking contained in the classification guide published by this Office. The thrust of his comments on whether the Agency needs to publish a classification guide ties in with this memorandum from Chuck Briggs to the A/DCI.

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2. OIS has scheduled a meeting for 19 May to which we have invited representatives from all the Directorates (and some of the Offices) as well as [redacted]. The meeting will give Dick a chance to present his views before the "substantive experts" who have already coordinated on the classification guide during its development. We are ready to circulate the guide for formal coordination, but will delay doing so until after the meeting on 19 May so that we may give Dick the opportunity to present his views. Consequently, I do not believe that the question of policy guidance from EXCOM on the classification guide is really necessary. We have been working with representatives from all the Directorates and Independent Offices during the entire development of the draft guide as it now exists. All representatives believe that it is a great improvement over what we have worked with heretofore.

3. If we are unable to "turn off" the classification guide issue as an EXCOM topic, then Tom White as the Director of Information Services would accompany Mr. Fitzwater to the EXCOM meeting in order to make a presentation and answer questions concerning the guide.

4. The only major decision item which might be surfaced at the EXCOM meeting would be whether to have a guide or to abandon this work altogether. The new guide will serve a very useful purpose to CIA. It will replace four guides (one for each Directorate) which were developed by the Directorates for their own use. The DCI Area and IC Staff have no guide and must rely on what--

ever they can glean from the guides of the other Directorates. Thus, the new guide will consolidate the rather haphazard approach taken in the past and provide consistency for classification purposes throughout the Agency. In the view of those who have participated in the guide's development, it will continue to serve a useful purpose in the future regardless of what revisions may ultimately be made to E.O. 12065.

5. Please call me if you have any further questions.



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Acting Director of Information Services

STAT A/DIS: [redacted] mes (8 May 1981)

Distribution:

Original - Addressee

STAT 1 - [redacted] w/background  
1 - OIS Subject w/background  
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